

## Teleworking and Flextime

**Section:** Human Resources

**Policy:** University Housing follows the University of Georgia policies related to [Teleworking and Flextime](#).

**Purpose:** The University's regular business hours are 8 a.m. to 5 p.m. Monday through Friday. There are instances where individuals may work a different schedule; however, approval by management is required and exceptions will only be considered if there is a benefit to the department. This policy defines the process for requesting teleworking/flextime.

**Scope:** This policy applies to all fulltime employees.

### Procedure:

- I. An email will be routed by the employee for approvals through the supervisory chain up to the executive director, copying Housing Business Office and Human Resources Office (HBHR) associate director and human resources manager. The requesting email will contain information about the agreement type (teleworking, flextime or teleworking and flextime) a begin date, end date (not to exceed one year, but renewable in one year increments) and justification for how telecommuting/flexing time will support the overall goals of the unit and benefit the University of Georgia.
- II. Once email approvals are obtained, employee will complete the [University of Georgia Telework & Flextime Agreement Form](#).
  - a. Employee will fill out request and include executive director name/email in the first two approval fields (Linda Kasper/Linda.Kasper@uga.edu).
  - b. Employee will include Vice President for Student Affairs (VPSA), Victor K. Wilson ([wilsonv@uga.edu](mailto:wilsonv@uga.edu)), as the optional second approver. **It is a division requirement to put Vice President Wilson's name and email in the 'Optional 2<sup>nd</sup> Approver' lines.**
  - c. Executive director and VPSA will receive an automated email about the employee's request.
  - d. Executive director will call VPSA.
  - e. After touching base with VPSA, executive director will approve/deny in system.
  - f. VPSA will approve/deny in system.
  - g. Executive director will reply to original approval email string (I. above) stating whether request is approved or denied.
- III. Approved teleworking/flextime requests on file will be reviewed on an annual basis by HBHR. HBHR will reach out to staff/supervisors to see whether the arrangement on file is to be renewed or cancelled.

Created and approved by HMT: July 20, 2021